

Director, Grantmaking Operations Position Announcement

The William T. Grant Foundation is seeking a Director, Grantmaking Operations to join our team. The Foundation is a national funder of high-quality research on children and youth in the United States. We seek to increase understanding of ways to reduce inequality in youth outcomes and of the use of research in policy and practice. This includes research in various social science disciplines and across child welfare, education, juvenile justice, mental health, and youth programs.

The Director, Grantmaking Operations reports to the Senior Vice President, Program, and leads the Grantmaking Operations Unit. S/he supervises the Grants Coordinators to foster greater coordination, efficiency, and effectiveness of grants administration and work processes. S/he is also responsible for leading the design and optimization of the grants management system (Easygrants). In addition, the Director, Grantmaking Operations coordinates with the Senior Program Team and other Foundation departments to ensure that grant operations, systems, and data support the strategic goals of the Foundation; and plays a significant role in broader Program department operations.

The Director, Grantmaking Operations reports to the Senior Vice President, Program and directly supervises three Grants Coordinators. S/he also coordinates across departments. This is an exempt position and the starting salary range for the position is in the low- to mid-\$110,000s.

Responsibilities

Grants Management

1. Lead the Grantmaking Operations Unit to ensure well-coordinated, efficient, and effective implementation of grantmaking policies and procedures. This includes all stages of grantmaking: application and review, grant award, grant monitoring, and grant closeout.
2. Ensure grant compliance on legal, financial, and other due diligence requirements.
3. Direct continuous improvement activities to strengthen work processes and align with grants management best practices; that is, identify areas for improvement, develop solutions, and oversee implementation of those solutions.
4. Supervise Grants Coordinators, including setting expectations for the quality of work, establishing individual goals, and providing feedback and support.
5. Maintain and update the grants policies and procedures manual.

Grants management system oversight

1. Design, implement, and optimize the online grants management system (Easygrants) and other tracking tools.
2. Set priorities and oversee system improvements.
3. Direct vendor activities on resolving issues, handling change requests, and coordinating system updates.
4. Configure and modify system forms, tasks, and workflows to support new program initiatives or process changes.
5. Produce reports on grants and related information for the website, accounting reconciliation, annual reports, and to assist staff with due diligence and grant analysis.
6. Ensure data integrity.
7. Oversee and conduct staff training in new procedures and systems.
8. Document instructions for administrator and staff users.

Program Department Operations

1. Aid Senior Vice President, Program in coordinating work between the Grantmaking Operations Unit and the Senior Program Team.

2. Oversee production of the grants appropriations materials for the Board and Program Committee meetings
3. Support the Senior Vice President, Program in preparing, reporting, and monitoring the department budget.
4. Direct the creation and monitoring of department timelines.

Cross-departmental coordination

1. Coordinate with the Vice President, Finance and Administration; the Director of Information Technology; and the Information Technology/Database Specialist to ensure appropriate design and smooth implementation of grants management systems.
2. Coordinate with accounting staff on matters related to grants, grant payments, other financial transactions, and the annual audit to ensure accurate reporting and timely payments.
3. Coordinate with communications staff on grant information on the website and communications materials to ensure accuracy and appropriateness of external messaging.
4. Coordinate receptionist's work with Program department.

Special Projects or office workgroup participation, as necessary

Qualifications:

1. Bachelor's degree and a minimum of five years' experience with grants administration in philanthropic or other settings, or transferable work experience.
2. Supervision experience and ability to lead a team.
3. Excellent technical skills in database management and other information technologies.
4. Track record of coordinating multiple streams of work to successfully design and implement efficient workflow processes.
5. Ability to manage competing demands, establish priorities, and meet deadlines.
6. Oral and written communication skills with all levels of internal staff and the public.
7. Desired traits include attention to detail, problem-solving ability, sound judgment, initiative, high productivity, maturity, flexibility, collegiality, and team player.

How to apply:

Submit a cover letter describing qualifications for the position, a resume, and contact information for three references to jlui@wtgrantfdn.org. Please list the job for which you are applying in the subject line and indicate where you saw this posting. The position is open until filled. We will begin reviewing materials on Wednesday, September 6, 2017. The position may close any time after that date.

The William T. Grant Foundation is an equal opportunity, affirmative action employer.

About the William T. Grant Foundation

The William T. Grant Foundation supports research to improve the lives of young people ages 5-25 in the United States. The Foundation's grantmaking centers on research that has the potential to advance theory, build empirical evidence, and improve policy and practice. We are currently funding programs, policies, and practices that reduce inequality in youth outcomes, and strategies that improve the use of research evidence in ways that benefit youth. Throughout its 80 year history, the Foundation has awarded grants to prominent researchers yielding research that has been pivotal in improving outcomes for youth and the systems in which they develop. The Foundation's assets were valued at \$336 million at July 2017. The Foundation has a staff of 19 and is based in New York City.

For more information about the Foundation, our funding opportunities, and our grantees, please visit www.wtgrantfoundation.org.